



**LOUISIANA
BOARD OF PARDONS & PAROLE**

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BOARD DIRECTIVE

SUBJECT: BOARD MEMBER TRAVEL

PURPOSE: The purpose of this directive is to ensure uniformity and to assist in budgetary control of Board member travel expenses.

AUTHORITY: LAC, Title 22, Part V and Part XI, , Division of Administration PPM No. 49

DIRECTIVE: A Board member traveling on state business shall exercise the same expense judgment that he/she would if traveling on a personal budget. Only expenses actually incurred and are essential to conduct state business should be submitted for reimbursement.

PROCEDURES:

- A. Authorized Travel: Authorized travel is any travel associated with the duties of a Board member to include: Board meetings, committee meetings, conferences/workshops, travel to units or travel to conduct Board business whether at the request of the Chairman or by invitation.
 - 1. Any invitation for a Board member to attend and/or speak at an event on behalf of the Board must be authorized by the Chairman in advance of the event.
- B. Members will be reimbursed for travel to and/or from a residence to their duty point (headquarters or other hearing location, conference/workshop, or other location to conduct Board business).
- C. Travel receipts may be submitted to the principal assistant to the Board (PA) to ensure accuracy and compliance with Division of Administration PPM No. 49, which governs Louisiana state travel.
- D. Upon completion, the travel expense account should be signed and submitted to the PA for processing for payment.

- E. The PA will ensure timely processing of the request for reimbursement of Board member travel expenses.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file.*